



Revised December 16, 2002

Instructional Memo: 02-01

TO: Dave Farnsworth - Equipment Manager
Curt Gegoux - Equipment Superintendent NWR
Brad Littlefield - Equipment Superintendent NCR
Jim Green - Equipment Superintendent OR
Jerry Stark - Equipment Superintendent SWR
Bruce Haley - Equipment Superintendent SCR
Craig Clouse - Equipment Superintendent ER
Bill Marr - Administrative Officer Materials Laboratory
John Tull - Manager Photogrammetry
Deb Regester - Manager Printing Services

FROM: Brian Ziegler; Director
Maintenance & Operations

SUBJECT: Disposal of OTEF Property

Purpose:

To rapidly establish a consistent, statewide procedure for handling surplus units; and preparing and submitting Property Disposal Requests -- State Form (S.F) 267-A.

Discussion:

Revenue derived from the resale of aged vehicles and equipment is a significant part of the Operations Transportation Equipment Fund (OTEF) income stream.

Therefore, vehicles, equipment, and other program property identified for sale must be entered into the disposal process immediately to avoid revenue loss through depreciation, pilferage, vandalism, or other damage that can occur while units are in storage. A delay in the sale of these items also negatively impacts rental rates of the entire OTEF inventory.

With the above in mind, it is imperative that the following procedures be implemented upon receipt of this document.

Procedures:

OTEF vehicles, equipment, and other property identified as surplus shall not be transferred into an OTEF organization for the purposes of retention or shifting the rental responsibility to OTEF.

It is the department's goal to minimize the cost of items disposal; therefore vehicles and equipment will be sent to sale with as little decommissioning effort as possible. In light of this goal, Equipment Superintendent staff will:

Ensure that fuel cards and license plates are removed and destroyed. A statement that the plate has been destroyed must be annotated on the disposal request.

Remove all tools and peripheral items that are not part of the unit, or have not been replaced by a new item.

Make sure that the items shown below are not removed from a surplus unit:

- Vehicle bodies
- Decals or numbers
- Lift gates, winches, and hoists
- Arrow boards, and associated wiring and switches
- Lights, light brackets, or wiring and switches
- Radio wiring, mounts, or antennas

All attachment items that are part of the unit, and have been replaced, will accompany the unit to sale -- including plows and vehicle bodies.

Due to liability issues, manlift vehicles shall not be sold through public auction. Liability can be transferred only when a manlift vehicle is disposed through a franchised dealer, who is authorized to re-sell such units. Consequently, trade-in of these units is the preferred method of disposal for these units.

As soon as possible after a unit is determined to be surplus, an Equipment Superintendent designee will accomplish the following actions. The control of switching equipment rent on-off is an area of high interest during audits; therefore, only one regional designee at a time shall be granted access to this function field on the U51 screen. This access will be activated when the Equipment Manager receives a WSDOT form 530-020 EF, FEMS User Access Request, signed by the Equipment Superintendent.

Initiate a Property Disposal Request; which is a State Form (SF) 267-A.

Complete and close all FEMS work orders associated with the surplus item(s)

Disassociate all associated or attached equipment.

Change the Maintenance Class Code (MCC) to PM0000 (4 x zero) to stop PM scheduling.

Change the Equipment Category Billing Code to 0000 (4 x zero) to stop the collection of equipment rent.

Rent may be terminated only after the initiation of the disposal process; and a 267-A is signed and dated by the Equipment Superintendent. Rent shall not be turned off for any other reason.

Termination of rent will not be made retroactive before the beginning of the current fiscal month. Those rental transactions have already been processed through the department's financial system, and cannot be refunded.

The Materials Laboratory will not be granted access to the U51 screen for item 5; the Equipment Administration Office will accomplish this task.

The Headquarters Equipment Administration Office will accomplish all of these tasks for the Photogrammetry and Printing Services equipment.

Preparation of each State Form (SF) 267-A will be as follows.

Titled vehicles and equipment must be submitted on individual disposal forms -- that is, only one unit on each form.

All components that are part of an equipment numbered unit will be sold with the primary unit; and will be reflected on the same form as the primary equipment numbered unit. For example: front snowplows will accompany dump / plow trucks to a sale.

Up to ten (10) identical non-titled items may be listed on a single disposal request; but each item's serial number must be listed.

Each field on the disposal form must be filled in using the following instructions. The sub-paragraph *alpha* letters correspond to the letters shown on the sample form at Attachment 1:

a. Agency Authority Number: Enter the appropriate six digit sequential number, incremented from the previous form submitted.

The first number signifies the organization, as follows:

1 = Northwest Region

2 = North Central region

3 = Olympic Region

4 = Southwest Region

5 = South Central region

6 = Easter Region

0 = Headquarters

ML = Materials Laboratory

The second character will be an "E" -- which identifies the form as an *Equipment* transaction (except ML designated forms).

The last four digits is a sequential transaction number, beginning at 0001, and ending at 9999. After an organization uses the sequence number 9999, the sequence will start again at the beginning.

- b. Date Prepared:** Enter the date the form is initiated.
- c. To:** Enter "Division of Commodity Redistribution, 2301 C Street SW, Auburn, WA 98001-2301."
- d. From:** Enter "Department of Transportation, Equipment Administration Office, PO Box 47357, Olympia, WA 98504-7357."
- e. Location of Property If Not The Same As Above:** Enter the actual address location of the property.
- f. GA Authority Number:** Leave this field blank.
- g. Item Number:** Enter a sequential line number corresponding to the particular item(s) entered in the Description field. For example; the first of two different items on a form will be line number 1, and the second would be line number 2.
- h. Quantity:** For each line, enter the quantity of identical items for which disposal action is requested. Titled equipment number units are limited to one (1) item per request.
- i. Description:** Enter the following pertinent information, in the sequence shown:
- Unit's equipment number
 - Model Year and Type of equipment (i.e. 1980 Motor Grader, Articulated; 1994 1/2-Ton Extended Cab Pickup Truck; Etc.)
 - Unit's primary meter reading
 - Engine Size (Number of Cylinders) and fuel type; or none
 - Air Conditioning (Yes or No)
 - Any known major mechanical faults, or body damage
- j. Estimated Value:** Leave this field blank.
- k. Fund:** Enter "410."
- l. Federal Participation:** Leave this field blank.

m. Disposition: Enter the following notations:

- The name and phone number of a contact person where the surplus property is actually located
- If the unit is being turned in before it has completed its life cycle, and credit is desired, annotate "Credit for early turn in" at the bottom of the Disposition field.
- Also annotate in this block, "License Plate Removed and Destroyed."

n. Amount Realized: Leave this field blank.

o. Disposal/Disposition: Check the appropriate box. Requests checked, "*To be used for parts*" must be accompanied by a written justification/cost benefit analysis for retention of the pieces.

p. Signature of Requester:

- Shall be the Equipment Superintendent; or the person with a written delegation of signature authority in his absence.
- If the disposal is annotated "Lost or Stolen," the signature of the requester must be a regional executive. The regional executive may delegate this responsibility in writing to the Equipment Superintendent.

q. Surplus Property Approval: Leave this field blank.

r. Agency Disposal Certification: If an item is scrapped by OTEF, this area must be completed and signed by the individual, and a witness, that accomplished the action.

s. Action by Inventory Control: Enter "Equipment Manager" in the Title block.

The original white copy of disposal requests will be submitted to the Equipment Manager; whose staff will accomplish the following, within three workdays:

- Enter the Agency Authority Number into the equipment's record.
- Move the unit and any attachments to "Sale" status.
- Pull, verify, and release of the unit's title.
- Forward the 267-A, and all associated papers, to the GA Property Redistribution Section.
- After a form has been submitted, cancellations or changes to a disposal request must be accomplished via e-mail to the Equipment Manager.

If a disposal request is canceled, that form and all numbers associated with it, become null and void. A new form must be submitted for later disposal of the same unit.

cc:	Dave McCormick	Casey McGill
	Dave Bierschbach	Larry Chatterton
	Jerry Walter	Fred DeBolt
	Mary Legry	

Attachments: 1- Sample State Form (S.F.) 267-A

FORM S.F. 267-A (DOT EF 5/94)		STATE OF WASHINGTON PROPERTY DISPOSAL REQUEST		a	Agency Authority No. 3E1123		G.A. Authority No.		f
TO: Surplus Property Office Division of Commodity Redistribution 2301 C Street SW Auburn, WA. 98001-		FROM: Department of Transportation Equipment Administration Office PO Box 47357 Olympia, WA. 98504-7357 Location of Property if Not Same as Above: 5720 Capitol Boulevard, Tumwater, 98501		b	Date Prepared 2/21/2002				
See Instructions									
To be Completed when Property Disposal is Requested									
Item No.	Quantity	Description	Estimated Value	Fund	Federal Partic.	Disposition		Amount Realized	
1	1	Equip. #: 01C01832 Year/Make: 1992 Ford Taurus Equip. Type: Sedan, mid-size Meter: 87811 Engine type/fuel: V6 gas		410		License plate removed and destroyed Richard Canterbury 360-357-2642 Early turn in for credit			
g	h	i	j	k	l	m		n	
Disposal / Disposition Request									
<input checked="" type="checkbox"/> Surplus or excess <input type="checkbox"/> Trade In (Submit with Requisition To Surplus Property) <input type="checkbox"/> Does not meet inventory criteria <input type="checkbox"/> Scrap or salvage <input type="checkbox"/> Installed Equipment (In Line) <input type="checkbox"/> Lost or stolen (Local Authorities Contacted) <input type="checkbox"/> To be used for part <input type="checkbox"/> Direct Transfer <input type="checkbox"/> Other (Specify) _____									
Signature of Requester			Title Equipment Superintendent		Phone No. 360-357-2640		Date 2/21/2002		
Surplus Property Approval									
Surplus Property									
<input type="checkbox"/> Will inspect <input type="checkbox"/> Will pick up and sell <input type="checkbox"/> Will allow trade in <input type="checkbox"/> Requests agency ship to surplus <input type="checkbox"/> Requests agency sell <input type="checkbox"/> Will not inspect <input type="checkbox"/> Will sell at agency location <input type="checkbox"/> Will reimburse <input type="checkbox"/> Requests agency scrap <input type="checkbox"/> Other (Specify) _____									
Signature of Surplus Property Official			Title		Phone No.		Date		
Agency Disposal Certification									
Complete Only After Surplus Property has Approved Disposal/Disposition Request									
The items above have been disposed of in the following manner:									
<input type="checkbox"/> Burned <input type="checkbox"/> Buried <input type="checkbox"/> Smashed <input type="checkbox"/> Abandoned <input type="checkbox"/> Other (Specify) _____									
Signature of Agency Official			Date		Signature of Witness to Disposal			Date	
Action by Inventory Control									
Requested Inventory Disposition <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove			Signature		Title Equipment Manager		Date		